

**SECRET**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 1948, effective the 25th day of October 1948, by and between the United States of America (hereinafter referred to as the Government), as represented by the Central Intelligence Agency, and [REDACTED] (hereinafter referred to as the Employee).

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### **RECITALS**

A. The Government desires the services of the Employee for CIA under circumstances requiring the Employee to provide himself with an appropriate cover for operations, and the Government desires to send the Employee overseas for intelligence operations.

B. The Employee desires as an employee of the Government to serve CIA abroad under the supervision and control of the Office of Policy Coordination and is willing to accept the responsibility of providing himself with a suitable cover for the purpose of such employment with the Government.

**ARTICLE I. Relationship of Employee to His Cover Occupation.**  
The Employee shall understand that his cover occupation shall be one which is logical to his professional background and attachments, and shall outwardly conduct himself in accordance with this cover.

1. All operation directions and instructions from OPC will be transmitted from Headquarters in an appropriate manner.

2. CIA will direct all travel which is to be performed by the Employee, and his dependents, including both operational and permanent change of station. The Employee shall be entitled to reimbursement for necessary expenses incurred in connection with such travel as is directed by CIA in amounts not to exceed those permissible under Public Law 724. Detailed procedures under such law need not be followed by the Employee.

**ARTICLE II. Relationship of the Employee with CIA.** Although it may outwardly appear that the individual is other than an employee of the Government, he shall in fact be an employee of CIA and shall be generally governed by the regulations of CIA.

**ARTICLE III. Salary.** The Employee shall receive an initial basic salary of \$4,500.00 per annum. Increases in the basic salary shall be in accordance with CIA policy.

1. The Employee's salary will be paid to him in accordance with his written directions in a manner acceptable to CIA.

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2. In the event the employee obtains regular employment, other than under this contract, the salary authorized hereunder may be reduced by the amount of his income from such employment. Such reduction will not necessarily equal the amount of such income, and the determination of the reduction will be in the sole discretion of CIA.

3. Subject shall receive, where authorized in advance, in addition to his salary, living and quarters allowances in an amount not to exceed that authorized under Public Law 724.

*normally out  
except for  
minimum pension  
\$2000 per month  
\$1000 per year*

**ARTICLE IV. Death and Disability Benefits.** The Employee shall be entitled to death and disability benefits equal to the benefits authorized under the United States Employees' Compensation Act. In addition, the Employee will be insured at the expense of CIA in a like amount and like manner to the insurance policies currently in force by the War Agencies Protective Association. Claims by the Employee, or his heirs, assigns, or legal representatives under this **ARTICLE** will be processed by CIA in its discretion and in such manner as not to impair the past, present, or future security of the Employee or CIA.

**ARTICLE V. Annual Leave.** The Employee shall be entitled to thirty calendar days each year solely for the purpose of taking home leave in the United States. Such leave will be calculated on a pro rata basis where fractional years are involved and, where not used, may be accumulated up to a maximum of one hundred twenty calendar days.

**ARTICLE VI. Continuance of Pay and Allowances.** If the Employee is determined by CIA to be absent in a status of "Missing", "Missing in Action", "Interned in a Neutral Country", "Captured by an Enemy", "Belonged", or "Assigned", he shall for the period he is determined to be in any such status be entitled to receive or to have credited to his account the same pay and allowances to which he was entitled at the beginning of such period of absence. Continuance of pay and allowances, as specified above, shall be in a manner similar to that prescribed in the Missing Persons Act of 1942. (50 U.S.C.A. App 1001-1015, 7 March 1942).

**ARTICLE VII. Rehabilitation.** If the circumstances of the Employee become such that his employment with CIA is impaired to an extent that the employment contemplated under this contract is no longer advisable or possible through a breakdown of the security surrounding his professional cover or for other reasons, CIA may terminate this Agreement, and, in such event, CIA will make appropriate adjustment within the scope of the contract to replace the Employee in a comparable professional position either within CIA or in other general occupation for which the Employee is equipped. Should this be impossible, CIA will continue the salary of the Employee, such salary to continue up

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to one year if required, during which period the Employee must make reasonable efforts so to rehabilitate himself. If the security of the Employee's continued employment should be placed in jeopardy through gross neglect or willful act of the Employee, appropriate action and guarantee of rehabilitation set forth hereinabove, will be at the discretion of CIA.

**ARTICLE VIII. Federal Income Tax.** It will be the personal responsibility of the Employee to comply with current Federal Income Tax laws in an appropriate manner consistent with the security of his personal circumstances. In furtherance of this responsibility, the Employee shall be required to file with CIA a copy of the original Income Tax form filed by him with the Bureau of Internal Revenue, United States Treasury. If no return is filed, CIA shall be so notified by the Employee.

**ARTICLE IX. Security.** This contract contains information affecting the national defense of the United States within the meaning of the Espionage Act (50 U.S.C. 31 and 32, as amended). Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law. Violation of this ARTICLE or any security agreement signed by the Employee with the Government shall result in immediate disciplinary action, which may include suspension, separation from Government service, and may subject the Employee to criminal prosecution under the Espionage Act.

1. The termination of this contract will not release the Employee from the provisions of any security oaths which he may be required to take by CIA.

2. The Employee shall not publish, transmit, or divulge in any manner, information received by him as the result of his employment by the Government under this contract without specific written authority from the Director, CIA.

**ARTICLE X. Orders and Directives.** Orders and Directives received in briefing and training, shall be complied with by the Employee. No promises or commitments to the Employee of any nature whatsoever, beyond and in addition to the terms hereof, shall be binding on the Government unless and until such promise or commitment is reduced to writing and approved by an authorized official of CIA, and such writing placed with this contract, thereby becoming an amendment hereto.

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**ARTICLE XI. TERM.** The employment of the Employee hereunder shall be for such time as his services are required and appropriations are available for the functions of CIA. The Employee shall be considered under this Agreement as a permanent employee of CIA.

**UNITED STATES OF AMERICA**

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**BY:** \_\_\_\_\_

Chief, Special Funds Division

**APPROVED:**

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**BY:** \_\_\_\_\_

Assistant Director for  
Policy Coordination

**ACCEPTED:**

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